



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	010-14	ISSUE DATE:	February 27, 2014
TITLE:	PERSONNEL AIDE 1	CLOSING DATE:	March 13, 2014
LOCATION:	Department of Children and Families (DCF) Office of Human Resources 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	RANGE:	W14
DISTRIBUTION:	STATE WIDE	SALARY:	\$34,307.14 - \$48,119.26

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under general direction of a supervisory official in the personnel office of a state department, institution, or agency, performs paraprofessional technical duties in connection with and support of one or more various general personnel program areas requiring the independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures to varying situations; may function as a lead worker in a large unit or as the supervisor in a small unit; does related work as required

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in clerical, technical/personnel work involving the application of procedural rules, regulations, policies, and procedures.

NOTE: Thirty (30) semester hour credits from an accredited college or university may be substituted for each year of the indicated experience up to two (2) years.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Figueroa@dcf.state.nj.us.

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M. Dobron, Director
Office of Human Resources
Department of Children and Families
P.O. Box 717
Trenton, NJ 08625